

Finance

**FINANCIAL PROCEDURES AND ACCOUNTING REPORT
FOR UNITS BELOW WING LEVEL**

CAPR 173-1, 17 August 2002 is supplemented as follows:

1c. Any unit with 30 or more cadets, can request a checking account for cadet activities, ie: orientation flights, cadet activities, projects, etc. As a minimum, it will bear the signatures of the Squadron Commander and the senior member unit Finance Officer. Written permission for a second account will be requested by the Unit Commander from the Wing Commander, via the Wing Finance Officer.

2c(5). All checks drawn from cadet checking accounts will bear the signature of at least one senior member.

3b. One report will include all checking and savings accounts authorized for the unit. Units may use computer programs that submit reports that are similar to the CAPF 173-2. Starting in 1996, these reports are due at Wing Headquarters on or before November 1st and cover the new Fiscal Year from October 1st through September 30th. These reports must include the account numbers provided by National Headquarters CAP and will not include any other account numbers. Negative reports are required from chartered units that do not have funds.

3b. Added. Each subordinate unit will submit a quarterly financial report on or before January 15th, April 15th, and July 15th. One report will include all checking and savings accounts authorized for the unit. This report will be similar in format to the CAPF 173-2. Units may use computer programs that will submit the report in this format. These reports must include the account numbers provided by National Headquarters CAP and will not include any other account numbers. The report due on January 15th will include the period from the beginning of the Fiscal Year (October 1st) through December 31st. The report due on April 15th will include the period from the beginning of the Fiscal Year (October 1st) through March 31st. The report due on July 15th will include the period from the beginning of the Fiscal Year (October 1st) through June 30th. Negative reports are required from chartered units that do not have funds.

8. (No other account numbers will be used).

10. (The numbers in this report will be a consolidation of all unit checking and savings accounts. Transfers between unit accounts will not be included in the receipts or expenditures.)

///signed///

DAVID KENAN, Maj., CAP
Administrative Officer

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DALE E. HOIUM, Col, CAP
Commander

Summary of Changes:

References to CAPR 173-1 updated for 17 August 2002.

Supersedes MNWG Supplement 1 to CAPR 173-1, 1 May 2001

OPR: FM

Distribution: 2 copies to each unit
 1 copy to Minnesota Wing/LO
 1 copy to North Central Region/LO
 1 copy to North Central Region/CS